



Meeting Date	January 13, 2010	Time	10:30 – 12:00
Location	Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Mark St. Clair		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office		
Cynthia Rich	Finance Office	X	
Mark StClair	Finance Office	X	
Kathy Bruchey	Finance Office	X	
Tom Bezila	Finance Office	X	
Kathy Dillehay	Finance Office	X	
Brenda Hernandez	NMFS		
Tiyo Fonte	NMFS		
Herbert Callands	NWS		
Renee Galloway	NOS	X	Meredith Easter/NOS X
Sherry Hott	NOS	X	
Angel Robinson	NESDIS	X	
Paul Johnson	OAR		
Andrea Moore	OAR		
Alicia Taylor	NESDIS		
Gerald Thomas	NMAO		
Malcolm Orr	OGC		
Thomas Santymire	Budget Office	X	
Angela Chu	Budget Office		
Valda Ferrell-Evans	CMFD	X	
Zoraida Vasquez	BIS		
FMC/Guest Name	Organization		E-mail
Sheryl Trent	NMFS		
Vernell Stultz	OMAO		
Debra Lucas	OAR	X	
Sue Synder	OAR	X	
NiKonda Surrent	NESDIS	X	
Sue Bracey	NWS		
Brian Crawley	NWS	X	
Rhonda Stewart	NWS		
Amy Yu	CAO	X	

Lillian O'Dell	NWS		
Sylvia Scott	OAR	X	
Gary Barone	NMFS	X	Mary Nolting -- NMFS X
Brenda Seader	OAR	X	
Dawn DiFiore	NMFS		

Agenda:

1. Update on DOC/GC discussion – Mark St. Clair
2. Following existing rules & procedures – Mark St. Clair
3. CBS edits/usage (e.g., CM004, no-match costs) – Mark St. Clair
4. Next meeting – March 10, 2010 (conf call & SSMC2 18246)

The next meeting will be:	March 10, 2010 Conf Call & SSMC2 18246 10:30-12:00
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Minutes:

DOC GC – Mark St. Clair talked about the conf call meeting between Finance & DOC/GC. Most important issues were discussed, inc NCTEs (asked by Sherry Hott). Sue Snyder brought up the issue of stated funding periods vs. approps on funding docs – always go with the shorter time period for R3. However, we still do not have anything back from DOC/GC in writing, but should have more definitive information in early 2010.

Rules & procedures – Mark St. Clair asked the group if they felt that rules & procedures were being followed. Sue Snyder questioned whether dates in the SOPs were being adhered to.

CBS edits/usage – Several people had asked to discuss some issues related to CBS. Sylvia Scott asked about moving up carryover date at year end – Cindy Rich suggested talking to BEX – **that conversation has not happened yet – will advise.** Gary Barone asked about a large allotment vs. apportionment availability – Sherry Hott noted that no-match costs post in spite of having no allotments. Kathy Dillehay followed up with SF132/133 reporting process – suggested higher apportionment estimates for reimbs. Note that Herb Callands had also suggested providing BEX with higher estimates over 1 year ago, esp for new activity in next FY.

Other – Sherry Hott asked if Chapter 10 could be amended to include the need for cover sheet information to be required to be provided to NOAA by sponsors when establishing new reimbs (e.g., approp, DUNS#, etc.). **After the conf call, both Sue Snyder and Mary Nolting sent me a copy of OMB memo M-07-03 which states the need for agencies to provide each other with all of this data. So, rather than amend Chapter 10, please cite M-07-03 as the reason for needing all cover sheet information. Thank you, Sue & Mary!**

Next meeting in March – It was decided that March 10, 2010, would be the next meeting date.